

Statement of Duties

- Skilled manual work and operation of various equipment and vehicles used to maintain trees and other vegetation and green areas and all other related work, as required.
- Position is responsible for supervising and working with small work crews involved in the maintenance and care of trees and other vegetation. Work includes directing and assisting work crews, ensuring the quality and completeness of work performed, and assisting in the overall efficiency of division's operations.
- Employee is required to respond to weather and non-weather related emergencies outdoors including during and outside of normal work hours.

Supervision

- Works under the direct supervision of the Director of Urban Forestry, following departmental rules, regulations and policies, requiring the ability to plan and perform operations to complete assigned task or tasks according to a prescribed time schedule, but referring unusual problems to supervisors.
- Employee as a regular and continuing part of the job leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as the group being led.
- Employee will regularly be required to contact and supervise the activities of outside vendors of the City. Including, but not limited to, tree contractors called in to perform emergency and routine tree pruning, tree removal, tree planting and debris clearing and removal.

Work Environment

- Work is performed outdoors with frequent exposure to adverse weather conditions, heights, power lines and periodic exposure to accidental injury which could result in occupational disability.
- The work requires examining, analyzing and evaluating facts, and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Employee is responsible for evaluating compliance with established standards or criteria and determining the methods to accomplish the work.
- Errors may result in personal injury/loss, damage to buildings and equipment, injury to others, delay or loss of service.
- The employee has daily contact with the public and frequent contact with other City employees will be expected to respond to inquiries and complaints regarding work being performed, and to coordinate work. Contact may occur in person, in writing, digitally and on the telephone.

Minimum Qualifications

- High School diploma or equivalent, Associate's degree in arboriculture or similar course of study. Equivalent combination of education and years of industry experience may be substituted for Associate's degree

- 5 to 10 years of experience in the arboricultural field
- Commercial Drivers License minimum Class B required
- Massachusetts Hoisting Operator's License (required in 3 months)
- Must have the ability to operate all tools commonly associated with the arboriculture industry.
- Must be excellent communicator with positive attitude and enthusiasm
- Must be polite and service-oriented
- Must be goal oriented, motivated and organized
- Must demonstrate leadership skills
- Possess ability to make decisions under stressful situations
- Demonstrated proficiency in all aspects of tree care, tree removal and ornamental/ shade tree pruning
- Knowledgeable and experienced in use of ropes for rigging and removal purposes
- Demonstrated experience in proper and safe tree removal
- Knowledgeable in establishing safe and proper work zones
- Must be knowledgeable in all O.S.H.A., A.N.S.I, State, and Federal regulations pertaining to safe tree maintenance operations
- Must be, or willing to be Certified in C. P. R., First Aid and Electrical Hazard Awareness

Physical Requirements

- Strenuous physical effort is generally required to perform duties. The employee is frequently required to use hands to operate equipment, walk, stand, speak, hear, reach with hands and arms, balance, crouch, crawl, stoop, and climb.
- Stamina is required to work in adverse weather conditions and dangerous situations.
- Required to work in confined spaces and lift or move items weighing more than 100 pounds.
- Physical ability is required to use power and hand tools, drive various classes of motor vehicles, operate and drive various pieces of equipment. Vision requirements include the ability to read routine documents.

Duties and Responsibilities

- Must possess, in good standing, all State and Federally required licenses to operate assigned equipment and vehicles.
- Take all necessary precaution and actions to operate and act in a safe manner to staff and the public as outlined in the Urban Forestry Division Manual
- Operate all equipment assigned to Urban Forestry Division including saws, hand tools, chippers, stump grinders, spray and watering equipment, pickup trucks, bucket trucks, log loaders, chip trucks, and any other equipment owned or used by the division.
- Respond to tree related emergencies outside of normal work hours 24 hours a day 365 days a year and work toward there timely resolve.
- Perform work outdoors during adverse weather conditions, including snow, wind, ice, extreme cold, and extreme heat at any time of the day or night.
- Daily perform equipment safety and operations check and complete any required related reports.
- Daily receive work assignments from supervisor and assist in preparing work schedules to ensure the most efficient use of people power and equipment for daily work.

- Daily meets with supervisor to discuss work schedule and review work performed.
- Daily execute required work in a safe efficient manner.
- Supervise any assigned staff, including full time City staff, seasonal workers, and volunteers. Including assigning work tasks, enforcing division safety guidelines, and maintains discipline.
- Reviews work of the crew assigned during progress and upon completion for compliance with instructions and conformance with accepted trade practices.
- Insure safe and proper work zone conduct
- Record daily work activities, equipment checks, and tree evaluations as required by supervisor.
- Perform all necessary reporting and record keeping on provided forms and/or computer as directed (daily use of computer will be required following training)
- Take lead role in all assigned duties.
- Properly prune to city specifications trees and other plant material as assigned
- Properly remove to city specifications trees and other plant material as assigned
- Properly plant to city specifications trees and other plant material as assigned
- Properly provide trees and other plant material any and all other forms of repair, maintenance, and care as deemed necessary under typical arboricultural guidelines and the City's specifications
- Perform required maintenance and preventative maintenance to all Urban Forestry Division equipment including saws, hand tools, chippers, stump grinders, spray and watering equipment, pickup trucks, bucket trucks, log loaders, chip trucks, and any other equipment owned or used by the division.
- Maintains the readiness of the vehicles and equipment assigned; ensures that all usual and customary tools and safety equipment are readily available and secured.
- Regularly assesses the condition of the assigned vehicle; keeps vehicle clean inside and out, checks all safety equipment, and reports any defects to a supervisor; tests equipment to determine satisfactory condition following repair;
- Regularly plans out work to be performed, takes measurements, calculates quantities of materials, supplies, and equipment needed for projects and daily operation as well as corresponds with vendors as needed.
- Regularly tracks Division supplies and equipment insuring Division readiness and prepares supply and equipment orders and recommends the same to the Director of Urban Forestry.
- Inspects equipment and reviews work practices and operating procedures to ensure compliance with applicable health and safety codes and standards,
- Keeps work area and equipment and tools clean, neat, orderly safe and secure.
- Work safely around above and below ground utilities including energized electrical and communications wires, water pipes, sewer pipes, natural gas pipes and other below ground utilities.
- Participate in all division provided training including, but not limited to, C. P. R. and first aid, Electrical Hazard Awareness, team building, professional development, and industry events.
- Work closely and interact properly, politely, and professionally with other City employees and the general public.
- Perform all other duties as assigned as it relates to the Division of Urban Forestry

Compensation

- Salary \$21.54/hour
- Overtime calculated at 1.5 times hourly pay